



UNIT 13

ENGLISH FOR BUSINESS

WITH THE INSPIRE ACADEMY

EMPLOYMENT

WORKING HOURS

MATCH THE TERM TO THE CORRECT DEFINITION:

shift work

part-time

time off

to call in sick

to clock-in

parental leave

sick leave

full-time

to clock-out

overtime

a

time off to care for a child

b

to say you cannot work because of illness

c

to work 35 hours or more per week

d

to arrive at work

e

to work longer hours than normal

f

time off if you are ill

g

to leave work at the end of the day / shift

h

working hours that change regularly

i

to not go to work for a period of time

j

to work less than 35 hours per week

PAY

wage

how much you are paid per hour / week

minimum wage

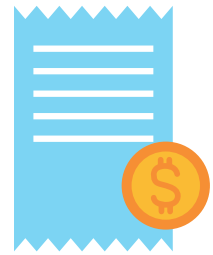
the minimum hourly wage according to law.

be paid overtime

to earn extra money for extra work that you do

pay slip

a piece of paper that shows how much you will be paid for the previous month of work.



bonus

an additional payment to an employee, for a special occasion, or a reward of hard work



starting salary

the yearly wage that you receive when starting a job- this is likely to increase.

FILL IN THE GAPS WITH THE WORDS IN THE BOX

- a) full-time
- b) call in sick
- c) time-off
- d) starting salary
- e) payslips
- f) overtime

Now that we have offered you the job, we would like to discuss further details about your employment. So, you will work - here, this means 38 hours per week. We do not pay for, but you can note down the extra hours you do, and take this as at a later date. We send out at the end of every month, before the payment is made. This position has a of £24,000, excluding bonuses. We also provide 2 full weeks of paid sick leave, if you need to Do you have any questions?